

PLAN AND ESTIMATE CHECKLIST

Utility Owner _____	Estimate Amount _____ \$	
Project _____	Authorized Utility Co Share \$ _____	%
UPC _____	Authorized VDOT Share \$ _____	%

(Indicate Yes, No, or N/A in space provided by each item)

- () 1. Check Form UT-9 to determine responsibility of payment. Does it agree with utility plans and estimate?
- () 2. Does permit inventory (LUPS) show any new facilities which have been installed?
- () 3. Is there a narrative statement describing existing and proposed facilities?
- () 4. Do plans show existing and proposed right of way lines?
- () 5. Are utilities referenced to road plan stations?
- () 6. Do plans contain legend?
- () 7. Do plans show existing and proposed utility facilities?
- () 8. Is temporary work necessary?
- () 9. Does proposed adjustment conflict with road construction or other utility adjustments?
- () 10. Is special provision necessary?
- () 11. Are profiles or cross-sections of proposed crossings included?
- () 12. Has proposed adjustment been checked with all highway plan revisions?
- () 13. Does plan and estimate include only state responsibility portion of adjustment?
- () 14. Does plan and estimate include total adjustment with State's responsibility pro-rated?
- () 15. Do estimate and plan quantities agree?
- () 16. In your opinion, do plans show most practical and economical adjustment?
- () 17. Do plans show betterment?
- () 18. Is betterment credit allowed in estimate? Check breakdown.
- () 19. Conduit:
- () a. Is underground conduit proposed?
- () b. Is there sufficient justification for number of ducts proposed?
- () c. Are bridge attachments proposed?
- () 20. In your opinion, does estimate show an unreasonable costs? (Engineering, right of way, material, force labor, contract labor, etc.) If "yes" explain in comments.
- () 21. Is utility company requesting use of contract work?
Is request adequate? ()
- () 22. Does estimate provide sufficient salvage credit? Check breakdown.
- () 23. Is work schedule included?
- () 24. Interstate:
- () a. Does adjustment generally conform to AASHTO Policy?
- () b. Are proposed poles, anchors, manholes, etc., located within limited access right of way?
- () c. If so, is there any alternative?
- () d. Are aerial and underground crossings held to a minimum?
- () 25. Primary:
- () a. Are proposed facilities located on right of way?
- () b. Is right of way 33.53 meters (110 feet) or over?
- () c. Has utility signed comprehensive agreement?
- () d. Are proposed facilities located according to agreement?
- () 26. Is information on real property interest and/or rights included?
- () 27. "MAP 21 Buy America Complaint" included?

LIST ANY COMMENT REGARDING PLANS AND ESTIMATE ON BACK OF FORM.

BY _____ DATE _____

Copy of this checklist should be maintained in the utility file on each project.